

# Springdale Fire Department

## Policy & Procedures Manual

### Volume 3 – Training

#### Section 301 – General Training Procedures

#### 301.2 – Classroom Rules and Etiquette

Effective, productive training is of the utmost importance for all members of the Springdale Fire Department. The obvious goal is to provide a class environment which gives all involved the best opportunity to benefit and enjoy the training experience.

In order to provide that students and instructors are presented with the opportunity of effective learning during all training classes, the following rules shall apply to Springdale Fire Department and Springdale Fire Department sponsored training.

Instructors and other students are to be given the utmost of professional respect. As such, all members are expected to behave appropriately and to participate fully during training activities. Personnel are expected to remain alert and participate constructively and to begin with and maintain a positive attitude.

Personnel are expected to arrive at or prior to the scheduled class start time. The only permissible excuse for tardiness is response assignments or due to the direct order of a chief officer.

Training takes priority over all personal and non-urgent department business. Personnel attending training classes are considered, for all intents and purposes, on assignment. Interruptions for answering station or personal telephone calls (unless urgent in nature), or conversations with other members are unacceptable.

Disruptions during class must be limited. Personal cell phones and pagers are to be turned off or set to a silent alert (vibrate). Department radios and pagers should be turned to low volume setting, silent alert or off. Personnel are expected to be quiet and polite during class. If personnel must enter or exit the classroom they are to do so as quietly as possible.

Personnel who are not in class are not to interrupt the class unless necessary.

Class instructors will establish parameters of formality, not the class audience.

The training facility is to be left clean after each class session; personnel are expected to clean up after themselves. No drinks are allowed in carpeted class rooms unless in a container with a closeable (twist on cap) or “spill proof” lid.

Personnel are reminded to always be safe and to follow all safety guidelines established by the instructor.

All “hands-on” practical training will follow applicable Springdale Fire Department Policies and Procedures.